

June 23, 2020

Woodbury Heights Planning/Zoning Board  
500 Elm Avenue  
Woodbury Heights, NJ 08097

Attention: Chairman and Members of the Board

**Re: Use Variance and Site Plan Waiver**  
**Block 38, Lot 12**  
**335 Glassboro Road, Building A**  
**Applicant: Kelsch Associates**  
**S&A File No. WH-1060-D**

Dear Chairman and Members of the Board:

We received an application package for the above-referenced project. The application package consists of the following:

1. A cover letter, with application narrative, dated June 11, 2020 from bob McKee;
2. Planning/Zoning Board Application, dated June 5, 2020;
3. Purchase Agreement;
4. Plan of Survey , prepared by K2 Consulting Engineers, dated 6/4/2020

The owner is New Beginnings Bible Fellowship Church. The Applicant is Kelsch Associates and they are proposing to purchase the entire building and move their operations from Woodbury to this site. The company is a private family owned social service based agency with day programs for intellectually and developmentally disabled adults. The social services will be provided on the first floor and administrative services on the second floor.

The applicant anticipates approximately 35 clients each day with 25 staff. The Applicant will provide 8-11 vehicles to pick up all their clients. The building (Building "A"), which the Applicant proposes to purchase has 36 parking spaces, including 2 handicap spaces around the building. The second building on site, a doctor's office (Building "B"), has an additional 52 parking spaces.

As noted in Resolution #2014-08 for the church's previous application, there was a third building proposed for this original site that was never built. If that building is ever brought to the Board, in the future for implementation, it will impact the available parking for both Building A and B.

A site plan was not provided with this Application, but a recent Survey has been provided to clarify the existing site improvements. We understand there will be no improvements outside of the

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building, except the repainting and striping of the parking lot. The Applicant is requesting a site plan waiver.

### **Completeness Review Comments**

Based on our review, we have no comments on completeness. We defer to Mr. Borelli and Ms. Elton as to any notice, application or tax issues.

### **Waivers**

As per Section 70-8 of the Borough Code, a site plan is defined as a “development plan of one (1) or more lots on which is shown:

- A. The existing and proposed conditions of the lot, including but not necessarily limited to topography, vegetation, drainage, floodplains, marshes and waterways.
- B. The location of all existing and proposed buildings, drives, parking spaces, walkways, means of ingress and egress, drainage facilities, utility services, landscaping, structures and signs, lighting and screening devices.
- C. Any other information that may be reasonably required in order to make an informed determination concerning the adequacy of the plan in accordance with the requirements of this chapter.”

The parking lot striping was previously completed along with the dumpster enclosure upgrade. We understand no outside improvements are proposed, except restriping the parking spaces. Based upon same, we are acceptable to a waiver being granted to provide any further site plan updates, unless otherwise deemed necessary by the Board during discussion of the technical issues.

### **Variances**

We defer to Mrs. CuvIELLO regarding the zoning issues including the requested use variance.

Subject to the application being deemed complete, we offer the following comments:

### **Technical Issues**

1. The issue of parking demand and parking availability should be clarified. The Applicant anticipates having 8-11 transportation vehicles on site along with vehicles for 25 staff members each day. The Applicant should provide testimony to clarify if

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the transportation vehicles will be driven to the site by employees or whether another 8-11 vehicles will be on site for their personal.

The applicant should clarify whether there is a shared parking agreement between Building A and B.

2. The hours of operation for the Applicant's activities should be noted for the record. The application notes they have monthly rec nights and occasional weekend usage need to be included in any resolution. These should be noted only as a means to insure no conflicts with the doctor's office visit parking needs.
3. The Applicant should insure the current handicap ramps meet the current ADA codes along with the Handicap parking spaces.
4. The application includes signage logo information. However, the cover letter indicates no signage is being proposed at this time. All signage will be submitted to the Zoning Official for his approval.
5. The site does have an operating trash enclosure. The Applicant will need to verify the existing parking lot lighting will be fully functional prior to the opening of the facility.

Contingent upon Mrs. Morrissey's and Mr. Borelli's comments, we are acceptable to the application being submitted to the Board.

If you should have any questions regarding the matter, please call me at your earliest convenience.

Very truly yours,

**SICKELS & ASSOCIATES, INC.**



Mark R. Brunermer, P.E., C.M.E.

Woodbury Heights Planning/Zoning Board Engineer

KLE/MRB

cc: Michael Borelli, Esquire, WHP/ZB Solicitor, (via email only)  
Tiffany Morrissey, WHP/ZB Planner, (via email only)  
Bob McKee, Director of Facilities & Technology, Applicant, (via email only)  
Joseph Alcqua, Esq., Applicant's Attorney, (via email only)